

Level 1 Report Explanation: Assessment Missing Reports

The purpose of this report explanation is to assist EMIS Coordinators in reviewing the different Assessment Missing Reports.



Revised: May 18, 2018

REVISION HISTORY

The revisions to this document are listed in the table below.

Date	Description
5/18/18	Report Explanation first posted.

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ASSESSMENT MISSING REPORTS

FUNCTION AND PURPOSE

Each entity running a Prepare for any Assessment Collection will receive the Assessment Missing Report for that collection. Assessment Missing Reports are Level 1 reports that can be found in the Data Collector.

Assessment results are expected for all students who fall into any one of the following four groups.

- The student is enrolled during a test administration window,
- The student is reported with a District Relationship of 1,
- The student has assessment result(s) appearing in a vendor file associated with the district, or
- A student is reported with a Sent to Reason of CT, JV, MR, OS, or PI

If a student falls into one of these four groups and does not have an assessment result being reported, then the student will appear on the relevant Assessment Missing Report. Each Assessment Missing Report is for a different assessment. For instance, there is a report for the Childhood Outcome Summary Assessment and a separate report for Other Accountability Assessments. Therefore the same student can appear on multiple Assessment Missing Reports.

These reports can be used by districts to verify which students need assessment results and which students need a Score Not Reported reason. These reports can be used prior to receiving assessment results to troubleshoot students believed to be appearing on the Assessment Missing Report in error and to report Score Not Reported reasons for students you know have not tested and for whom you will not have results.

To determine whether a particular Assessment Collection is currently generating an Assessment Missing Report, refer to the Release Notes.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve issues with the students who are appearing on your Assessment Missing Reports, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally ODE EMIS directly.

PROCESS DESCRIPTION

Each Assessment Missing Report lists the SSIDs (Statewide Student Identifiers) of students for whom a result is expected but is not being reported. For assessments with multiple subjects, the student appears on the missing list for each missing subject. This data is checked against the test vendor file and the district's enrollment data in order to determine whether a result is being reported.

Data is sorted within the report first by Attending Building IRN and then by Last Name. Each row on the Assessment Missing Report represents a missing assessment subject or area.

REPORT

Collections and Records

In general, this report will include the most recently reported data. The records used include the Student Standing (FS), Student Attributes–Effective Date (FD), Course Master (CN), Student Course (GN),

Organization–General Information (DN), and Grade Schedule (DL) Records. From these, the elements in *Table 1* are used.

Table 1. Submitted Data Used in Creating the Assessment Missing Reports

Element Name	Record Field #
District Relationship	FS140
Effective End Date	FS090, FD070
Effective Start Date	FS060, FD060
Withdrawal Reason	FS100
District IRN	
Building IRN	
State Equivalent Grade Level	FD090
Organization IRN	DN050
Calendar Group	DN
Course Enrollment Start Date	GN160
Course Enrollment End Date	GN170
Course Start Date	CN280
Course End Date	CN290
Subject Code	CN050

Layout and Fields

The Assessment Missing Report is a Level 1 Report found in the Data Collection within the Preview Prepared Data and on the Reports Tab (see the “Level 1” link near the top of the page). The report name format is *Missing_Report_<Assessment/Collection Name>_Assessment_Collection_FY18*, where “<Assessment/Collection Name>” is replaced by the name of the assessment collection. For example, *Missing_Report_-COS_Spring-Fall_Assessment_Collection_FY18*.

Collection Request / Report Name	LEA	Category	Data Set
▼ Child Outcome Summary Assessment Collection FY18 (2018AGMFY)			
 Missing Report -COS Spring-Fall Assessment Collection FY18	Hogwarts 123456	Missing Data Report	A

Given the number of fields appearing on this report, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed out below the table, with explanations or definitions provided as warranted.

DISTRICT IRN	COLLECTION REQUEST	ATTENDING BLDG IRN	EMIS STUDENT ID NUMBER	STATE STUDENT ID	LASTNAME	FIRSTNAME
043816	2018AGEFL	Not Available	Not Available	EJ2345678	Not Available	Not Available

DISTRICT IRN. The IRN of the district running the Prepare.

COLLECTION REQUEST. A different code exists for each collection.

ATTENDING BLDG IRN (Attending Building IRN).

EMIS STUDENT ID NUMBER. The student’s local ID.

STATE STUDENT ID (SSID).

LASTNAME.
FIRSTNAME.
MIDDLENAME.

ASSESSMENT TYPE. The assessment types can be found in the EMIS Manual Section 2.8; Student Assessment Record.

ASSESSMENT AREA CODE. The assessment area codes can be found in the EMIS Manual Section 2.8; Student Assessment Record.

ASSESSMENT AREA CODE DESCRIPTION. The assessment area code descriptions can be found in the EMIS Manual Section 2.8; Student Assessment Record.

GRADE LEVEL.

FA STATUS. Student Assessment (FA) Record Status. Every row on the Assessment Missing Report will be assigned a Status. The statuses found on this report are as follows:

- Fatal – there is a Level 1 error preventing data to come through
- Missing – a student assessment record has not been reported by the district
- Valid – the student assessment record has been submitted by the district and meets processing checks

MISSING REASON. Every row on the Assessment Missing Report will be assigned a Missing Reason. The reasons found on this report are as follows:

- Enrolled in test window
- Has vendor test result
- Enrolled in test window and has test result
- Fatal

RUN DATE. The date the Prepare is completed by the district in the Data Collector.